

# Neurofibromatosis Midwest

## Guidelines for Community Events

### Benefiting NF Midwest

Neurofibromatosis Midwest (NF Midwest) depends on the many dedicated and generous people who voluntarily work to raise funds and awareness for neurofibromatosis through various *Community Events*. These events are not led or directly supported by NF Midwest, but by others for the benefit of NF Midwest and for the neurofibromatosis cause. *Community Events* include social events that bring NF families together; awareness events to raise public awareness, such as setting up a table at a special venue; and fundraising events. Many events serve all three purposes in that they bring NF people together, raise awareness and raise funds. No matter how large or small, EVERY one of these events makes a difference.

In order to protect the integrity of our organization, the neurofibromatosis cause and to be compliant with Federal rules, we have established guidelines that must be followed for all *Community Events* that are promoted as benefiting NF Midwest. If an event is unable to comply with these guidelines, please contact the NF Midwest office to see if allowances can be made.

#### How NF Midwest Can Help

- A **Community Event Plan** should be submitted 30 days before the event to have access to NF Midwest resources. Upon approval, we will support your event as much as possible. Please remember that we have limited staff and we need *Community Events* to be as independent as possible.
- NF Midwest is pleased to provide material on neurofibromatosis and our organization for distribution at events. Also, upon request and based upon availability, NF Midwest may set up and staff an information table or small booth. Depending on availability, we may also be able to provide NF merchandise to sell at the event.
- NF Midwest will send a letter of acknowledgement to the host individual or organization of the *Community Event*. Letters to individual donors and participants should be prepared and distributed by the organizer. NF Midwest can provide samples of such letters.
- NF Midwest can provide the following:
  1. Promotion on our website with 2 months notice
  2. Email blast to our database with 1 months notice
  3. Use of our logo
  4. Display materials and brochures about the cause, if appropriate
  5. Offer event planning advice
  6. Provide a letter of support to be used to validate authenticity
- NF Midwest is not able to handle any administrative aspects of a *Community Event*. While we are able to provide guidance, we do not have the resources to handle administrative tasks such as invitation distribution, compiling RSVPs, and/or selling tickets. Likewise, recruitment and training of volunteers is the responsibility of the organizer.

#### Financial

- The event organizer/sponsor is responsible for underwriting 100% of the cost of producing the event.
- All contributions must be obtained through legal means and be submitted within 30 days after the event. Final check should be payable to NF Midwest.
- As a responsible steward of public funds, NF Midwest believes that a reasonable percentage of the gross revenues from all fundraising activities should be directed to our mission. A *Community Event* is expected to keep expenses under 30% of gross revenue. Exceptions may be made for some events.

- If a *Community Event* involves selling an item as a fundraiser for NF Midwest, the public must be told the dollar amount or percentage from the sale of each item that goes to NF Midwest. For example, “\$5.00 per bracelet” or 40% of each sale.
- Event organizers may not establish a bank or other deposit or transaction account in the name of NF Midwest.
- If payments are made to the *Community Event* organizer and they are not an IRS qualified organization, the payments or in-kind donations will not be deductible for income tax purposes. If the payments are made to NF Midwest, then they qualify to the fullest extent of the law.
- For a donation made out directly to NF Midwest, the tax deductible amount of the donation is only the amount that is over and above what was received in goods and services. For example, if a participant pays \$200 to participate in a golf outing and the cost per golfer is \$50, the tax deductible amount is \$150.
- NF Midwest must receive all net proceeds within (30) business days of the conclusion of each event. The event host will also provide NF Midwest with a completed donation form recording the net donation. Third party revenues and expenses will not flow through NF Midwest except with prior approval.

### **Promotion & Logo Use**

- The name of the event should be the prominent feature on all event literature and promotional materials. Use of the NF Midwest name and logo can only be in the secondary context of “an event to benefit NF Midwest.”
- A *Community Event* is independent from NF Midwest. The organizers may not act as representatives of NF Midwest. Events must be promoted and conducted in a manner that avoids any statement or appearance of an endorsement by NF Midwest.
- It is understood that the event is not produced, supervised or sponsored by NF Midwest and that NF Midwest is neither responsible nor liable for any acts or omissions related to the event.

### **Liability**

- NF Midwest has no fiduciary responsibility for *Community Events* and assumes no liability for its planning or execution, including all promotion, set-up, staffing (including volunteers), or the collection and management of funds/donations.
- The *Community Event* organizer agrees to indemnify and hold NF Midwest harmless from and against any and all losses, damages, costs, attorney’s fees, expenses, and liabilities incurred in connection with, or with the defense of, any claim or action or proceeding arising out of or incurred in connection with the event. If appropriate, *Community Event* organizers must determine the possible extent of, and obtain its own liability insurance sufficient to cover any claims that may arise out of the event.
- *Community Event* organizers must obtain all permits and/or licenses necessary for fundraising in the village/city in which the event is to occur, the sale or service of liquor, and the hosting of raffles and/or games of chance.
- *Community Events* must comply with all federal, state and local laws applicable to the event, including fundraising rules and regulations.

NF Midwest may direct event organizers to cancel their event and withdraw any and all use of NF Midwest’s name in association with the event. Such direction may occur for any reason, including Neurofibromatosis, Midwest belief that an association with the event, or any consequences that contribute to or result from the event may have a negative effect on the mission, credibility, or reputation of NF Midwest.



**Neurofibromatosis Midwest**  
PO Box 1923, Lombard, IL 60148 · 1.630.932.8111

## **Community Event Agreement**

Please complete and return a copy of the Community Event Agreement.  
If you are a tax-exempt organization, please attach a copy of your 501(c)3 letter.  
Email to [office@nfmidwest.org](mailto:office@nfmidwest.org) or fax: to 630.932-8119

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**I have read and understand the information provided in the Guidelines for Community Events  
Benefiting NF Midwest**

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact phone # \_\_\_\_\_ Email \_\_\_\_\_

1) Describe your event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Anticipated number of participants: \_\_\_\_\_

3) What is your fundraising goal? \$ \_\_\_\_\_

4) How will you be promoting your event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Why have you chosen NF Midwest as the beneficiary of your event? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6) List any other beneficiary organizations of this event and the percentage designated to each: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) If you want your event to be posted on the NF Midwest website and/or sent out in an email blast, submit a one paragraph (250 word limit) profile of the event, and a related photo or clipart if possible.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8) Please, provide the names, contact information and duties of other people working on this event.

Name 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Duties: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Duties: \_\_\_\_\_ E-mail: \_\_\_\_\_